

CITY & COUNTY OF HONOLULU
DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR APPROVAL TO HIRE ABOVE THE MINIMUM PAY RATE

Requests for hiring above the minimum of the appropriate salary range must be obtained prior to notifying selectee of their hire. Requested hiring rate shall be fully justified and be in accordance with the approved "Request for Recruitment Above the Minimum Pay Rate" (Form DHR-ES-28). Requests must comply with the applicable provisions of Civil Service Rules and the Personnel Manual. Note: The DHR-EPS-28 form is not required for Inter-governmental Movements.

Department/Division:	
Position Title:	Position Number:
RECRUITMENT INFORMATION	
Name of individual:	
Tentative hire date:	
Requested salary range, step and rate:	
Recruitment step and rate approved via "Request for Recruitment Above the Minimum Pay Rate" (DHR-EPS-28)*:	
Date DHR-EPS-28 was approved*:	
<small>*Not required for Inter-governmental Movements, except if recruitment above the minimum pay rate has also been approved.</small>	
JUSTIFICATION	
Rationale for requested step and rate:	
Describe how the individual meets the qualifications of the requested step as shown on the DHR-EPS-28 form*:	
Describe how the individual's qualifications is distinguished from other applicants:	
Other pertinent information and comments, if applicable:	
APPOINTING AUTHORITY	
Appointing Authority signature:	Date:
DEPARTMENT OF HUMAN RESOURCES	
Recruitment Branch review and recommendation:	
<input type="checkbox"/> Approval Recommended	Comments:
<input type="checkbox"/> Disapproval Recommended	
Signature:	Date:
Classification and Pay Division review and recommendation:	
<input type="checkbox"/> Approval Recommended	Comments:
<input type="checkbox"/> Disapproval Recommended	
Signature:	Date:
Director of Human Resources:	
<input type="checkbox"/> Approved	Comments:
<input type="checkbox"/> Disapproved	
Signature:	Date: